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# NASA Policy Directive

**NPD 9050.1B**Effective Date: February 11,  
2003Expiration Date: February 11,  
2013**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

**Subject: Official Representational Fund (Revalidated 11/15/05)****Responsible Office: Charlie Bolden**

## 1. POLICY

a. The annual NASA authorization and appropriations acts allow a specified amount of NASA's appropriations to be used for official reception and representational expenses. The aggregate of such funds is identified as the Official Representational Fund (ORF). No more than the amount specified in the appropriations bill for official reception and representational expenses can be applied.

b. It is NASA's policy to use the ORF primarily to pay the expenses of non-NASA individuals attending official reception and representational activities sponsored by NASA. Under certain circumstances, as outlined in NPR 9050.1A, the ORF may be also used for the expenses of NASA employees participating in representational events.

c. Official reception and representational activities are generally defined as events related to official Agency business and typically characterized by a mixed ceremonial, social, and/or business purpose. Expenses that may be covered by the ORF include food, beverages, entertainment, and presentation items.

## 2. APPLICABILITY

This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

## 3. AUTHORITY

42 U.S.C 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

#### **4. APPLICABLE DOCUMENTS**

- a. Annual Departments of Commerce, Justice, and Science Appropriations Acts.
- b. NPR 9050.1A, Official Representational Fund.

#### **5. RESPONSIBILITY**

- a. The Chief of Staff, or designee, is responsible for the following:
  - (1) Approving payment of expenses from the ORF;
  - (2) Providing management oversight and funds control for the ORF; and (
  - 3) Providing guidance, advice, and resolution of issues that cannot be resolved otherwise between requesting offices and the Assistant Executive Officer for the Office of the Administrator.
- b. The Officials-in-Charge of Headquarters Offices and Center Directors are responsible for requesting use of the ORF in accordance with the procedures in NPR 9050.1A.
- c. The Assistant Administrator (AA) for External Relations is responsible for reviewing and concurring in all requests for use of the ORF involving foreign nationals.
- d. The AA for Legislative Affairs is responsible for reviewing and concurring in all requests for use of the ORF involving congressional representatives or congressional staff.
- e. The AA for Public Affairs is responsible for reviewing and concurring in all requests for use of the ORF involving the media and guest operations for launches.
- f. The General Counsel is responsible for reviewing requests for which a question exists regarding the legal propriety of using the ORF for the requested purpose.
- g. The Headquarters Accounting Operations Component of the Goddard Space Flight Center Regional Finance Office is the official repository for all official accounting and financial records for the ORF.

#### **6. DELEGATION OF AUTHORITY**

Authority to approve requests for use of the ORF is delegated to the Chief of Staff, with power for further delegation.

#### **7. MEASUREMENTS/VERIFICATION**

None.

8. CANCELLATION NPR 9050.1A, dated February 11, 2003.

Revalidated November 15, 2005, Original signed by  
/s/ Sean O'Keefe

Administrator

ATTACHMENT A: (TEXT) Government Forms

(URL for Graphic) <http://www.hq.nasa.gov/office/codec/codeci/help/forms/forms.htm>

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